

REPORT TO THE COUNTY EXECUTIVE THIRD QUARTER, 2008

RECREATION & ADMINISTRATIVE SERVICES

The Recreation and Administrative Services Department submits the following report for the 3rd quarter of 2008:

- Conducted 1st and 2nd interviews for the Business Analyst position within ISD.
- Continued to work with Civic Arena and Buildings & Grounds staff to submit a funding proposal for Dry Floor equipment for the Civic Arena to the Bangor DDA.
- Organized a meeting with the Homebuilders Association to proceed with the plans for hosting their 2009 Home Builders show at the Civic Arena.
- Attended the Regional Public Information Officer conference in Saginaw.
- For bleacher suggestions we visited the Gladwin County Civic Arena.
- Attended the Regional IMT meeting at the Doubletree Hotel.
- Participated in the Exercise Design Team meeting coordinated by the Emergency Management Coordinator with regards to upcoming exercise.
- Held a special meeting to introduce myself to the summer recreation staff.
- Attended a meeting to begin the implementation process of new software for the Health Department.
- Continued with the implementation of the new Tyler-MUNIS accounting and Human Resources system software and training.
- Attended an Our Town Advanced Incident Management Training Course organized by the Bay County Emergency Management Division.
- Held a few meetings regarding the 2009 budget for the Recreation & Administrative Services Department.
- Organized through Tyler MUNIS to host 2 web ex trainings for Grant/Project Accounting and Contract Management and Crystal Reports.
- Filled my role as Public Information Officer during the 2008 Regional Homeland Security Full Scale Exercise, which was held on September 24, 2008.

- Attended a meeting with the Mayor of Bay City regarding the Riverfront Warning Sirens.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Copier/Scanner; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; Department Directors; Quadrant; Tyler MUNIS Committee meetings; Incident Management Team meetings; Region 3 Homeland Security Grant Board; Recreation staff and Administrative Service Staff meetings.

Buildings & Grounds

- Installed two 750,000 BTU hot water boilers, along with gas piping, hydraulic piping, control wiring and curbs in the roof.
- Completed construction of command trailer pole barn.
- Completed all electrical wiring for pole barn.
- Windows for the Fairgrounds House will be installed in the next several weeks.
- Windows at Juvenile Home will be ordered and installed in the next several weeks.
- All window frames at the Juvenile Home were painted, in preparation for new windows.
- Dug up drain tiles at Zielinski Home and repaired on crushed tile, tarred 2 feet below grade around entire home, and contracted with Timbertown to waterproof basement.
- Awarded bid to Mike's Custom Tile to repair 6 remaining showers at the Law Enforcement Center.
- Repaired gym floor at the Community Center. A portion of the floor had buckled due to moisture, we cut out floor and re-anchored.
- Demolition of concrete from bottom of the steps of the County Building to sidewalk.
- Installing new concrete along with brick pavers on steps and landing of County Building.
- Replaced rooftop compressor at the Juvenile Home.
- Constructed two sets of gun racks for the Sheriff's Department.

- Chillers at Law Enforcement Center- 4 screw compressors. (\$60,000.00 project)
- Ordered \$3,000.00 in sand for beach at Pinconning Park.
- Painted probate office.
- Re-built and replaced compressor for chiller at Bay County Building.
- Installed new air-conditioning unit at Animal Control.
- Replaced flasher controls on Siedler Rd. 911 Tower.
- Installed (2) 30 amp camp receptacles on Merchant Building at the Fairgrounds.
- Wired Chiller compressor at Bay County Building
- Installed sump-pump at 911 Facility.
- Participated in mach train derailment with the Command Trailer.

Bay County Golf Course

- The golf course is having a very steady season, especially with the economy as it is. The golf season is quickly coming to an end and mother-nature has not been cooperating this fall. From the start of the season thru August the golf course was up over 8% in total revenue for the year. The month of September and all the rain days have cost us some revenue. As of the end of September we are dead on from the 2007 season. With the hopes of some decent weather to end the year we will match last season's numbers all being within budget. The following are the comparison from 2007 to 2008:

	2007	2008	Difference:
Total Revenue:	\$571,214.71	\$570,942.65	(\$272.06)
Green Fees:	\$310,338.56	\$290,226.73	(\$20,111.83)
Cart Fees:	\$119,724.50	\$121,628.45	\$1,903.95
Merchandise Sales:	\$24,296.46	\$35,952.10	\$11,655.64
Season Passes:	\$81,903.00	\$87,446.00	\$5,543.00
Food Sales (clubhouse)	\$8,680.06	\$9,936.32	\$1,156.26

- All in all I am very happy with the season we had. We ran number of golf tournaments that brought in additional play. We picked up new golf outings that are rebooking for next season. Our league play was strong with only 1 league (GM Powertrain) not able to come back for 2008 due to the changes at work. The many who played our course were happy with course conditions and are willing to come back in the future. Even with the economy down and some of the

regulars playing as much we got see experience some new faces with the hopes of growing that relationship for future business.

Bay County Civic Arena

- The Civic Arena is in the start of its busy season. All our high schools are back and our adult leagues are beginning to have another great season at the rink. The major item of attention this quarter is the addition of the dry floor to the Arena. We are in the middle of working out all the details to get the dry floor up and running. The Bangor DDA approved the money needed to fulfill the quest to have a dry floor surface and we are in the process of making that happen. With additional media coverage from the Bay City Times and the use of an event promoter we are anxious to build relationships with possible events.

Bay County Community Center

- The Community Center is quickly approaching basketball season. With volleyball and basketball the courts will be getting good use this winter.
- The summer rec program was a success this year and received many compliments from a survey that was available to participants. Bob Gonzales and his staff did another great job in running the program.
- The pool is now shut down for the year. The pool had a good season hitting its budgeted numbers.

Overall things are going well from the recreation department. With the economy the way it is and the amount of disposable income not as abundant, recreation can be one of the first things affected. Due to good working relationships and quality venues Bay County can provide the level of recreation our community deserves

Information Systems Division

- The major emphasis placed within the Technological arena was the migration to Microsoft Active Directory. Upon completion of the migration, Novell will be removed as the central Network backbone and replaced exclusively with Microsoft AD. Novell GroupWise will remain in place with regards to the functionality of the County's E-mail system.
- The vendor master file, General Ledger 2007 file and the Budget 2009 files have been uploaded to the MUNIS FTP site for conversion purposes. With the intentions to have these files ran through a preliminary conversion process to ensure that the files that were delivered as well as the files that MUNIS delivers will be in the format and functionality moving forward with the migration of MUNIS in January of 2009.
- The Purchase Order limitation of allowing only up to a dollar value of \$99,999.99 has been increased to allow a ceiling level of \$9,999,999.99 on the Financial

legacy system (iSeries).

- The generation of invoice numbers have been increased from a four digit value to a five digit number. The reason for this change is to ensure that by the end of the 2008 calendar year utilizing the legacy system we will be in position to expand invoices above the prior threshold of four digits, if needed.
- The New World 9-1-1/Central Dispatch system has been upgraded from version 8.02 to version 8.04 which is the latest version/release available with their software platform.
- The implementation of the Mobile Data Terminals for the Sheriff department is in process with six of the thirty two machines placed in patrol units to iron out any issues before implementing the additional twenty six units.
- The MUNIS verification of their system data has taken place and the installation of the MUNIS live/test/training applications are in the process of rolling the application to the appropriate individuals that will be utilizing this software in the coming months.
- Phyllis Hartman will be retiring on October 17, 2009 after 20 plus years of service to Bay County. Thomas Plachta has started in the position of Business Process Analyst October 6, 2008. Tom's major emphasis and skill set will be utilized with the implementation of the MUNIS software system moving forward.
- Health department request for the pursuit of a new software system has been approved by the Board of Commissioners with all intentions of preparing a RFP/RFQ to potential vendors with the intentions of replacing the Health department legacy system with a robust vendor solution beginning in the 2nd quarter of 2009.
- The Help desk software tracking system has a total of 1815 tickets opened since the beginning of 2008 with a total of 174 currently opened tickets that are being addressed by the staff. Note; the high number of open tickets at this writing is the result of the migration to Microsoft AD and these tickets for the most part are completed with the staff closing the tickets with the appropriate resolution when time permits.
- Training for Crystal Report writer will take place for two of the staff members within the ISD staff. This training will take place in the fourth quarter of 2008 in preparation for the migration to MUNIS.
- The Cherry LAN imaging system has been rolled out to all departments and the training of the appropriate individuals have taken place. Moving forward, emphasis must be in placed to assist the end-users with the process of

converting their paper documents to a digital format and placing these digital documents properly within the Cherry LAN Filer system.

- With the resignation of the Technical Coordinator within the MSU extension department, discussing is ongoing with the potential IT training being absorbed within the ISD department.
- Karen Fitzpatrick, Technical Coordinator resign from the County with her last day of employment of September 19th. The job description is in the process of being modified to reflect the appropriate job responsibilities which have changed due to the technological changes taken place within Bay County. A replacement search is currently being conducted to fill this vital position.

Region 3 Homeland Security

- The Region 3 Homeland Security Planning Board(R3HSPSB) is meeting on a monthly basis. The main goal of the has been to purchase the equipment that the R3HSPB prioritized. We are in the purchasing process of projects for communications, First Responder Safety and Critical Infrastructure Protection.
- Reimbursements have been submitted for the through August 2008 for SHSP, LETPP and the CCP allocations from the grant. The reimbursement for September 2008 is in process.
- Region 3 has been given a 6 month extension, 3/31/08, for the completion of this grant.
- The contract agreement for the FY07 SHSGP has been received. SHSP in the amount of \$2,070,292, LETPP of \$1,354,975 and the Heightened Alert set aside of \$39,250 for a total of \$3,464,517. This contract runs to March 31, 2010.
- Bay County will again act as the fiduciary for 3% or \$103,935 in reimbursable expense.
- The Region 3 full scale exercise (Locomotion Commotion) took place in Bay County with responders from neighboring counties playing a role.
- The Region 3 Board has planned a training session (10/13/08) in Bay City for all entities that will be requesting funds from the FY07 grant.

CORPORATION COUNSEL/RISK MANAGEMENT

- During the third quarter of 2008, the Department of Corporation Counsel/Risk Management continued to draft and review agreements, and Marty Fitzhugh continued to perform as Acting Personnel Director to assist in transition to the Personnel Director's new full-time employment (to begin November 1, 2008).

Assistance was provided with continuing tax foreclosure issues and pending law suits. Significant time was spent dealing with Health Department claims, development of agreements with the City of Bay City and the Bangor Downtown Development Authority Agreement to upgrade the dry-floor capacity of the Civic Arena.

CRIMINAL DEFENSE

No Report Submitted.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Directors Report

- **Housing Rehabilitation Program**
The Bay County Board of Commissioners and the Bay County Housing Rehabilitation Program held a Public Hearing on September 9, 2008 regarding the submission of an application for \$300,000.00 to the Michigan State Housing Development Authority under the 2008/09 Michigan CDBG Housing Program. This funding will assist low and moderate income persons/families with needed home repairs through low interest or deferred loans.
- There were 52 phone calls received for the Housing Rehabilitation Program during the 3rd quarter.
- The Michigan State Housing Development Authority (MSHDA) reviewed the relevant financial and program documentation records related to grant number M-2001-0757-HOA and considers this project complete. The closeout letter for this grant was received September 17, 2008.
- The Michigan State Housing Development Authority (MSHDA) reviewed the relevant financial and program documentation records related to grant number MSC-2004-0757-HOA and considers this project complete. The closeout letter for this grant was received September 18, 2008.
- **Remonumentation**
There were 6 phone calls received for the Remonumentation Program. A Remonumentation Peer Review Meeting was held on August 14, 2008.
- **Training**
Staff attended editor training for the Cherry Lan program on September 30, 2008.
- **Staff Meeting**
An Environmental Affairs & Community Development Department staff meeting was held on September 22, 2008.

- Farmland Preservation Purchase of Development Rights (PDR) Program
Protection of Development Rights (PDR) Steering Committee Reviewed other county ordinances and began the draft process for the Bay County PDR Ordinance.
- Saginaw Bay Coastal Initiative (SBCI)
Bay County is coordinating a Combined Sewage Overflow (CSO) Workgroup for the Saginaw Bay Coastal Initiative (SBCI) and will work to improve information regarding CSO's, why they happen and the community options and costs associated with reducing them. CSO's affect our water quality and have negative impacts as well on our economy. This work group is part of our effort to improve the quality of life for residents, visitors and encourage business growth in Bay County.

Gypsy Moth

During the past three months the staff of the Gypsy Moth Program has been busy with the following activities:

- Emerald Ash Borer
During the third quarter staff members inventoried the trees at the following county owned sites: Bay Medical Care Facility, Community Center, Bay County Juvenile Home, Wicks Library, Sage Library, Pinconning Library, Auburn Library, and Pinconning Park: day use and camping areas.

Updates were also recorded on the County facilities inventoried in 2007. No new emerald ash borer infestations have been confirmed, though many ash trees in the county are beginning to show decline. According to MSU research this could indicate that the trees are infested with EAB but the insects have not completed their larval life stage which can take two years inside healthy trees. Next spring and summer should see the emergence of more adults leaving the characteristic D-shaped holes which are the definitive symptom of an infestation. Staff also attended the Out of the Ashes- Emerald Ash Borer workshop and learn how other communities are dealing with the influx of this distractive pest.

- Gypsy Moth
Staff inspected properties throughout the county where home owners called to complain about gypsy moth caterpillars. They also monitored the population using 27 pheromone lure bated traps set on a six mile grid throughout the county. Traps were checked once a week with the first males showing up the week of July 11, 2008 and continuing to show up until the week of August 25, 2008. Catch results show that the overall gypsy moth population is slightly down from 2007 but a few areas in Mt Forest, Williams, Monitor and Hampton townships remain high. These areas will garner extra survey attention this fall as these populations have been high for several years now and females were observed on trees during this entire flight period.

Fall egg mass surveys will begin October 1, 2008. Defoliation Surveys and Perception Surveys were conducted in treated areas to evaluate the effectiveness of our spring spraying. From the surveys, it appears that the treatment was successful and most homeowners were satisfied with the program and would continue to participate in the program in the future.

- Educational Programs
Staff members conducted educational tours at Pinconning Park on Saturdays throughout July and August with 35 youth and 25 adults taking part in the educational walks.

Geographic Information Systems (GIS)

- Updated several townships zoning layers
- Updated or enhanced various GIS data layers including parcels, subdivisions, street centerline, and others
- Participated in the Emergency Services Training Exercise
- Attended MiCAMP Conference
- Misc. GIS map requests
- GIS Tech Support for: Equalization, Drain Office, Health Department, Mosquito Control, Gypsy Moth, and others
- Created Zoning maps based on best available information for each township in Bay County
- Created business location maps for Bay County townships and cities.
- Geocoded addresses according to Bay County parcels
- Created map of Gibson Township Parcels with wetlands per GIS request for Laura Ogar.
- Assisted in map creation for the new Bay County Recreation Plan development
- Provided parks and recreation data to Midland County Recreation Dept for development of a region wide parks and recreation brochure.

Transportation Planning

- Continued work on the BCATS Non-Motorized Transportation Plan
 - ▶ Riverwalk Railtrail meetings
 - ▶ Tri-County Regional Trail Study
- Continued Modifications and amendments to eTIP
- Regular BCATS Tech & Policy Committee Meetings
- Prepared BCATS Newsletter
- Attended the MTPA Conference
- HPMS Data collection
- Trail Data and Traffic Count Data
- Web Page Updates
- Created maps for Division on Aging Walkability Survey
- Updated Bay City traffic counts weekly per studies from City of Bay City Engineers
- Created driving route list for HPMS segments that needed rating and verified

- HPMS data. Rated HPMS segments by driving roads.
- Attended Transportation and Planning Technical and Policy meetings.
- Updated Access master file of Bay County roads with physical road number, beginning mile point and ending mile point.
- Scanned 1998 - 2000 TIPs to Environmental Affairs 'G' drive and created master list file of TIP projects for those years.
- Scanned BCATS minutes from 1979 - 2001 to Environmental Affairs 'G' drive.
- Created master file of TIP transit projects from 2004 - 2010
- Wrote short summary of new left-turn signals for BCATS newsletter.
- Created Regional Trail Map of Midland Bay City Leg
- Transferred data from Trail Guide CDs to Environmental Affairs 'G' drive
- Imported traffic count data to RoadSoft database.
- Updated Bay Metro routes per Bay Metro website
- Attended monthly MTPA meetings in Lansing
- Finalized BCATS FY 2009 Unified Work Program
- Established better reporting methods for flexible match used in the BCATS program to adequately cover the local match requirements

Mosquito Control

- July, August, and September all saw above-average rainfall, leading to numerous hatches of *Aedes vexans* and other floodwater species. Roadside ditches, retention ponds, and flooded fields saw a lot of action from mosquito control technicians. We're happy to see October come with virtually no rain occurring during the last two weeks of September. A frost has been forecast for the first few days of October so soon the 2008 will be behind us and we'll be in gear planning the 2009 season. Part of that practice involves assessing what happened over the course of the season and deciding what processes could be upgraded or changed and mapping will take center stage.
- Larviciding and fogging operations will be suspended for the season on October 3, barring a warm spell or significant rain. Since early September few citizen complaint calls (1-2 per week) have been received and few mosquitoes have been captured in traps; however, the last week of September did see a rise in calls in the northern portion of the county.
- The last official day of the season will be spent hosting the second annual scrap tire drive. The drive will be held October 3-4 and we're hoping to rid the county of thousands of breeding habitats. We're currently working with Bay County's Finance Department on a Request for Proposals for the 2009 Scrap Tire Drives.
- Disease surveillance efforts will continue through September. We recently had confirmation on the second crow from Bay County testing positive for West Nile virus. The first positive was from a crow found in early July. Seventeen birds were tested this year compared to 25 last year. None of the mosquito pools submitted to date have tested positive for West Nile Virus, although we are

waiting for results on a few pools. Over two hundred pools were assembled with 3,680 Coquillettidia perturbans, Culex species, Aedes japonicus, or Culiseta inornata female mosquitoes.

Animal Control

Shelter Animals

- Animal intake included eight hundred and eighty six cats, four hundred and twenty one dogs, and 6 other species. The third quarter animal intake was one thousand three hundred and thirteen animals.
- Fifty seven cats, ninety five dogs, and eight other species were adopted. Total adoptions from the shelter were one hundred and sixty animals.
- Seven hundred and fifty cats, one hundred and ninety five dogs, and two other species were euthanized.
- Five cats and two hundred and thirty dogs were claimed by their owners.

In comparison to the third quarter of 2007, there has been an increase of seventy nine animals for 2008.

Field Activities

- One thousand four hundred and fifty six calls resulted in field activities. The following calls represent the majority of complaints.
- Thirty one of those calls were after hour calls.
- Four hundred calls were for loose and aggressive dogs.
- Eighty four calls were for animal bites.
- One hundred and three animals were running loose and impounded.
- One hundred and forty two were barking complaints.
- One hundred and forty nine calls were cruelty (check animal welfare/condition) concerns.
- Three hundred and seven calls were in regards to loose dogs.
- Forty five calls were sick or injured animal reports.

In comparison to the third quarter of 2007, there has been an increase of eighty field activities for 2008.

FINANCE

Payroll

- Met with Jon Brom of Total Administrative Services Corporation (TASC) and Carol Campbell re: flexible spending debit card program.
- Pay Ending 8/31/08 - contacted all employees who are do not deposit 100% of their check via direct deposit. Sent e-mail with enrollment form attached to those with County e-mail accounts. Those employees without County e-mail accounts were given an enrollment form attached to their payroll check.

Health/Life Insurance

- Implemented new employee and employer premiums effective 7/1/2008.
- Worked with Part D Advisors re: 2009 Medicare Part D reimbursement application. Updated retiree census.
- Completed U.S. Census Bureau Health Insurance Cost Study survey.
- Mike Regulski and Sue Gansser met with Wally Thursam of Employee Benefit Eligibility Solutions and Gary Hollidge of Business Development Specialists regarding conducting an audit of Bay County's health insurance plan as regards eligible participants.
- Began process to offer voluntary supplemental life insurance to employees through The Hartford.

Retirement

- Received 12/31/2007 Actuarial Valuation - Actuaries presented results to Board of Trustees on 9/12/07.
- Board of Trustees conducted interviews of Real Estate Investment Trust managers in half-day sessions on July 1 and 2 - hired Cornerstone Real Estate Advisors.
- Processed 9 new retiree pension files.
- Michael Regulski attended the Fall MAPERS training conference.
- Completed application for fiduciary liability insurance application.

V.E.B.A.

- Completed application for fiduciary liability insurance application.
- Collected information requested by actuary from member groups re: 12/31/07 actuarial valuation.
- Submitted information to actuary. Worked on follow-up questions & collected additional information.

401K

- Processed two loan applications.

Self-Insurance

- Reviewed draft/final copies of the 12/31/2007 actuarial valuation information. Implemented retroactive rates 9/1/08 and processed retroactive journal entry.

- Compiled salary information for 7/1/07 thru 6/30/08 excess insurance audit. Met with the auditor.

457 Deferred Compensation

- Completed application for fiduciary liability insurance application.
- Scheduled employee meetings for August 4 through August 7.

Miscellaneous

- Meeting with IKON representative and administrative staff regarding ongoing billing issues.
- Attended presentation by Marcia Young from the Social Security Administration regarding the availability of on-line information and calculators. Distributed material to employees via e-mail.

Budget

- Preparation of the 2009 Executive Recommended Budget was the primary focus of the budget department in the third quarter of 2008. During the month of May all county departments submitted their 2009 budget requests; such requests were submitted online by the requesting departments. The 2009 Budget Hearings were not conducted this year. Instead, status quo budgets were processed with all county departments being required to submit electronically any budget enhancements and/or concerns in the budget notes. Then the process of examining each written request in an attempt to balance revenues to expenditures began, with the Finance Department and County Executive working together to reach this goal. On August 25, 2008, the recommended budget was printed and submitted to the Board of Commissioners, for their review and amendments, in accordance with PA 621. On September 30, 2008 the Board of Commissioners adopted the 2009 budget..
- In addition, preparations began to close the accounting cycle for grants ending fiscal year September 30, 2008

Accounting

- Developed the of Chart of Accounts and various tables, approximately 75,000 records, for the MUNIS financial software.
- Modified asset tagging policy and communicated same to departments regarding the changes.
- Worked with Sheriff Department to accurately expend Crash Grant/Cops Grant.
- Worked with Sheriff Department to implement controls relative to Management Letter comment regarding Inmate Trust Fund.

- Completed and distributed 2007 Cost Allocation Plan.
- Completed and distributed 2007 Single Audit.
- Attended the GASB update via internet WebEx.

Purchasing

Bids Awarded

- Cascade Air Systems Homeland Security Mobile Data Terminals

Bids Released

- Medical Director Homeland Security Communications Solution Area Planner
- Homeland Security Communications Area Planner

Bids Prepared and Under Review

- DOA Feasibility Study (Department Review)
- Housing CCTV (Legal Review)
- Civic Arena Dry Floor (Financial & Legal Review)
- Quote for Card Access Control for the Health Department, 911 and the Court facilities

Other Items

- Continued with Tyler Munis preparatory meetings
- Completed and submitted Finance/Purchasing forms to Tyler Munis
- Cleaned-up master vendor list for submission to Tyler-Munis Began work-flow process for Tyler Munis
- Ordered NIGP Commodity Codes to enable classification of vendor commodities within the Tyler Munis system
- Continued to work with AT&T to resolve issues
- The Sheriff's Department and Buildings & Grounds tested Verizon Push-to Talk phones
- Began analysis of Verizon cell phone plan and Sprint cell phone plan
- Scheduled meetings with Emergency Services to work on Debris Removal
- Continued to work with Homeland Security Region 3 in regard to purchases, bids and issues.
- Met with DOA to discuss direction of Feasibility Study bid
- Met with Civic Arena staff concerning the Event Coordinator RFQ
- Attended a meeting with ISD, the Health Department, Administrative Service and the Board Financial Analyst to begin the RFQ process needed for the new Health Department financial software
- Continued monthly analysis for: cell phone usage, phone usage, gas price analysis, vehicle gas mileage, credit card spend and open purchase orders.

HEALTH DEPARTMENT

Administration

- The Health Department continues to work with the Building and Grounds Department on the final phase of the physical restructuring. Remaining projects include installation of the new boiler system. Other improvements include painting of the public and employee restrooms, and installation of new cabinetry, countertops and work stations in the Health Screening Clinic.
- The Management Team continues to meet with clerical staff regarding the development of the office procedure manual for all programs and clinic operations. This is part of the on-going Design Team process in the Health Department. In addition, the Health Department's policy manual continues being edited and revision in preparation for posting on the County Intranet.
- The Health Department has continued to implement the yearly programming calendar with Bay 3 TV. During third quarter, staff taped the following segments:

July

- The National Weather Service video: "When Seconds Count" provided by Bay County Emergency Management
- "Plan to Survive" video provided by Bay County Emergency Management
- "Plan to Survive 2" video provided by Bay County Emergency Management
- "Maternal Infant Health Program (MIHP) Overview" by MIHP Staff
- "Surface Water Sampling and Testing" video segment by Environmental Health Staff

August

- "Ham Radio Promotion" video provided by Bay County Emergency Management

September

- "Taking Charge of Your Life: Magic Johnson Story" video provided by Health Screening Clinic Staff
- "It's in Your Hands" video provided by Health Screening Clinic Staff
- "Reality Matters: Sex and STD's" video provided by Health Screening Clinic Staff

The Health Director provided written correspondence to U.S. Senator Debbie Stabenow requesting support for Public Health funding in the appropriation bill that funds the Department of Labor and the Department of Health and Human Services. Written correspondence was also provided to Mr. Bob Schieffer of CBS News, encouraging him to ask the Presidential candidates how they will strengthen public health during the debates.

Meetings/Trainings attended by Health Director:

- Monthly Health Department Meetings
- Bi-Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Attended monthly Michigan Association of Local Public Health (MALPH) Board meetings in Lansing, and participated in MALPH's State/Local Preparedness Workgroup and the Accreditation Quality Improvement Process (AQIP) Workgroup.
- Attended bi-monthly Human Services Collaborative Council (HSCC) Board and Steering Committee meetings in Bay City
- Attended monthly Nathan Weidner Child Advocacy Board Meetings
- Attended Bay Health Plan Board Meetings
- Attended Great Start Collaborative Meetings
- Attended "Developing a Cost Study Analysis Workshop"
- Attended E Team Training
- Attended the United Way American Dream Luncheon
- Attended the MALPH Admin Forum Governmental Accounting Seminar
- Met with various staff to begin work on the Health Department software system

RFQ

- Attended the University of Michigan School of Public Health Practice Summit
- Attended the BASIS HIV-AIDS Care Program Luncheon
- Met with the Saginaw County and Midland County Health Officers to explore ways to collaborate on various projects/programs
- Teleconferenced with University of Chicago School of Public Health Leadership Institute Fellows regarding abstract for the upcoming American Public Health Association Conference presentation

Children's Special Health Care Services (CSHCS)

- Judy McGee and Laura Weiler, R.N., attended the fall conference for Children's Special Health Care Services in Harrison on September 12, 2008. Program representatives from the Michigan Department of Community Health provided information and program updates and changes. An overview and demonstration of the Oracle System was presented. This system is currently used by the state employees for CSHCS and will become available for use at the local level in the near future. Additional training is being planned.
- On September 13, 2008, Laura Weiler participated in a fund raising event for the National Mucopolysaccharidosis Society at Williams Township Park. Mucopolysaccharidosis is one of the more than 2000 diagnoses that are covered under the CSHCS Program.
- During this quarter, approximately 10 families have participated in a nursing plan of care and five nursing case management services have been provided.

Division On Aging (DOA)

- In September, two Bay 3-TV programs were taped for airing. Dr. Richard Taylor's presentation of "Alzheimer's from the Inside Out" was recorded, and a public announcement for the Health & Transportation Expo held September 24 at St. Stanislaus Kostka Parish Center was broadcast. All staff who provide in-home services attended the program on Alzheimer's.
- A celebration was held at Rainbow Center at the Canteen to mark El Diez y Seis de Septiembre. Approximately 73 individuals attended the program.
- A caregiver picnic was held on August 20, and approximately 12 people were in attendance.
- The second Health & Transportation Expo was held at St. Stanislaus Kostka Parish Center. Mike Stoner from Bay Metro Transit and Sue Mynsberge from the Secretary of State Office were the key speakers, and there were workshop leaders, free bus rides, and exhibits for participants. Approximately 45 people attended this program, sponsored under funding from United Way of Bay County.
- Negotiations for the Region VII Area Agency on Aging FY 2008-2009 contract were completed, and all contract corrections were submitted in accord with the due date.
- Division on Aging staff who are serving on the Bay County Senior Task force continue to provide information toward the Community for a Lifetime project. It is anticipated that the application will be submitted to the Michigan Office of Services to the Aging for the October 1 cycle of applications.
- Menu revisions have been completed and submitted for approval when the State Office of Services to the Aging (OSA) initiated a policy change. Under the new directive issued in August, the OSA will allow a waiver of the meal pattern to address high food cost issues, as long as the meals meet $\frac{1}{3}$ RDA (required dietary allowances).
- Entertainer Jim Lepeak provided music at Williams Senior Dining Center on July 22 and 44 area seniors attended.
- Division on Aging provided supplies and ice cream for the Ice Cream Social at the Bay County Fair on August 7.
- Art classes were held at Riverside Friendship Center on July 7 with 18 people attending and on August 4 with 20 people attending. Personnel Department, Training Coordinator

Emergency Preparedness (EP) and Management

July

Evaluated Midland Health Dept. Pandemic Influenza Clinic Exercise (Melissa)
Emergency Management Coordinator Specific Activities:
Spoke at City Commission regarding Sirens
Scheduled and planned for "Our Town" Tabletop Exercise
Conducted Site visit for Full Scale exercise
Attended PIO Conference
Conducted Hazmat Fire Dept meeting for Full Scale Exercise
Conducted Exercise Design Team Meeting
Attended Regional Exercise Committee Meeting
Met with Bob Hill Concerning LEPC business
Completed EOC Grant
Met with Finance regarding Debris Removal contracts
Lunch with DEQ and Levee Site visit in Hampton Twp
LEPC Meeting
Met with ISD to get radio group Internet access for emergency communications
Coordinated Severe Weather Spotter Training
Updated EOC call down List
Scheduled 300 ICS Course for Fire Dept
Health Educator Specific Activities:
Media Planning Meeting for full-scale exercise
Region 3 PIO Conference
Presentation to the Literacy Council (Health Dept. programs/services)
Presentation at the Juvenile Home (STDs, HIV, Pregnancy, Prevention)
Ponderosa Family Fun Fair (Advertise Pinconning Clinic Fun Fair; Bike Raffle Registration)
July 14 – August 31 Survey Design and Methodology Course {Michigan Public Health Training Center (U of M)}

August

Attended "Our Town" Tabletop Exercise
Attended Region 3 Medical Reserve Corps Planning Meeting at SVSU
Emergency Management Coordinator Specific Activities:
Met regarding Debris Removal Contract
Attended special Regional Resource Meeting
Met with GM regarding their emergency response plans
Met with Motorola
Met with Roger Garner and Harry Partridge regarding Key Note Address at upcoming Transportation Conference
Sent EMPG Grant to Board
Exercise Design Team Meeting
Met with Eliza Regarding JIC operations
Attended 911 Tech Committee Meeting
Developed Players Handbook for Full Scale Exercise

Developed Master Scenario Event List for Full Scale Exercise
Developed various other documents for Full Scale Exercise
Conducted Exercise Design Team Meeting
Attended Bay County Human Services Committee to promote Exercise
Attended Regional Exercise Committee
Met with Bay Metro Transit to discuss Emergency Transportation issues
Revised Severe Weather Procedures for the BCHD and presented them at staff meeting
Developed Communications Plan for exercise
Coordinated E-Team training for EOC staff
Assisted with Pinconning Kids Fair
Continued development of EAP for Bay County Facilities
Attended United Way (UW) Meeting & became the BCHD UW Captain
Gave NOAA Weather Radios to Bay County Library System
Attended Bay County Fire Chiefs Meeting
Attended/Presented at the four "Our Town" Tabletop Exercises held in Bay County
Installed EOC Printer and EOC laptops
JIC operations Setup
Health Educator Specific Activities:
E-Team Training
Presentation to NEMSCA Head Start Staff (Health Dept. programs/services)
WIC Fun Fair at Pinconning Clinic

September

Attended Full-scale Exercise Final Planning Conference
"Locomotion Commotion" Full-Scale Train Derailment Exercise
Tri-County EPC Collaborative Planning Meeting (Melissa)
Emergency Management Coordinator Specific Activities:
Ways and Means Public Warning System Presentation
Conducted PIO meeting
Attended 911 Advisory Meeting
Attended Bay City Fire Memorial
Presented as Keynote Speaker at Mass Transportation Conference
Prepared for Exercise Final Planning Conference
Conducted Bay County Exercise Final Planning Conference
Handed out fliers explaining Full Scale Exercise near Exercise location to citizens
Met with 911 regarding Exercise
Met with Bay Arenac ISD students
Go to guy for United Way luncheon at the County Building
Met with Harry Partridge on Work Agreement
Conducted full-scale exercise
Planned Storm Ready Sign placements
Enter County NIMS information into Federal web portal

Conduct Evaluator Controller Meeting
Participated on the Bay City Fire Department Chief Hiring Panel
Health Educator Specific Activities:
PIO Planning Meeting
WIC Staff Meeting
WIC EBT Training
Presentation to Michigan Works (Health Dept. programs/services)
Presentation to Bay-Arenac ISD (Actor Volunteers for full-scale exercise)

*Attended the following monthly meetings (Melissa and/or Chris) throughout this quarter:

Region 3 HPN Advisory Committee Meeting
Region 3 HPN Planning Board Meeting
Region 3 EPC Meeting
Bay County Full-Scale Exercise Planning Meetings
Region 3 HSPB Exercise Sub-committee Meeting
3rd District Emergency Management Coordinators Meeting
Bay County Fire Chiefs/Firefighters Association Meeting
Region 3 HSPB Meeting
NEHC Plan Planning Meetings
MDCH OPHP Monthly EPC Conference Calls

*Participated in monthly 800 MHZ radio drills for MDCH OPHP, Region 3 HPN, & 3rd District Emergency Management

Health Educator's Participation in Employee Wellness Planning Meetings: 7/15, 7/21, 8/20, 8/21

Acronyms:

BRMC = Bay Regional Medical Center
EPC = Emergency Preparedness Coordinator
EMC = Emergency Management Coordinator
HSPB = Homeland Security Planning Board
MEMS = Modular Emergency Medical System
MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division
ISD = Intermediate School District
LEPC = Local Emergency Planning Team
LPT = Local Planning Team
MIHAN = Michigan Health Alert Network
MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness
HPN = Healthcare Preparedness Network
NEHC = Neighborhood Emergency Help Center
HSEEP = Homeland Security Exercise and Evaluation Program
SOP = Standard Operating Procedure
JIC = Joint Information Center
PSAC = Public Safety Answering Center
ARC = American Red Cross
GEO = Abbreviation for Geographical
TRANSCAER = TRANSPortation Community Awareness and Emergency Response

EAP = Emergency Action Plan
 GIS = Geographic Information Systems
 EAP = Emergency Action Plan
 EOC = Emergency Operations Center

Environmental Health (EH) Division

- Dan Dicks, Sue Gadille, and Barry Hugo attended Plan Review Training in Harrison during July.
- Bathing Beach and Recreational Water Testing season has ended with a total of three beach closures and eight river advisories.
- The Environmental Health Division has been notified that it will be awarded \$15,000 as a sub-recipient of the Kawkawlin River Watershed Planning Grant.

These are Preliminary Numbers That Are Subject to Change

FOOD SERVICE		WELL, SEPTIC, & MISC.	
Fixed Food Est. Inspections	117	Number of Parcels Evaluated	72
Mobile, Vending & STFU Inspections Temp. Food Est. Inspections	75	Number of On-Site Sewage Disposal Permits Issued	31
		Number of Alternative/Engineered Sewage Systems Approved	3
Follow Up Inspections	11	Number of Failed System Evaluations Conducted	19
Number of Plans Received for Review	3	Number of Complaints Regarding Sewage Investigated	4
Number of Plans Approved	4	Number of Well Permits Issued	22
Consumer Complaints Investigated	12	Number of Abandoned Wells Plugged	NA
Foodborne Illness Complaints Investigated	1	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	7

Family Planning Program

Number of unduplicated persons receiving services: 573
 Number of encounters: 619

- Kathy Trepkowski attended the Foodborne Illness Response Strategy Training

- for Michigan Course on Sept. 11, 2008.
- Kathy Trepkowski provided an education session at the YWCA on September 8, 2008.
- All staff attended the Annual Family Planning Update Conference from Sept. 16-1, 2008 in Grand Rapids.

Health Screening Clinic

- 193 clients were seen in the Health Screening Clinic, and 137 clients were tested for HIV.

Hearing And Vision Program

Hearing Program:

Number of Preschool children screened: 196
 Number of Preschool children passed: 173
 Number referred to physician: 4

Vision Program:

Number of Preschool children screened: 156
 Number of Preschool children passed: 125
 Number referred to physician: 14

Number of School Age children screened: 1046
 Number of School Age children passed: 896
 Number referred to physician: 81

Immunization Clinic

- The Immunization clinic has completed site reviews of all participating Vaccine for Children (VFC) program providers in Bay County and has begun the transition of moving away as a central depot for VFC stock vaccine.
- The Immunization Clinic provided TB tests for nearly 400* nursing, dental, veterinary, and law enforcement students at the Bay Arenac Intermediate School District.

Vaccination Type	Number Administered	Vaccination Type	Number Administered
DTaP	63	Varicella	86
Td	4	Pneumococcal Conjugate (PCV7)	83
Dt	1	Pneumonia PPV 23	1
Tdap	70	Hep A (Pediatric)	121

Hib	58	Hep A (Adult)	15
Meningococcal Conjugate	76	DTaP-Hep B-IPV	51
HPV	59	Heb A/Heb B	23
Hib Hep B	0	Rotavirus	25
Heb B (Pediatric)	5	Zostavax	78
Heb B (adult)	29	Influenza	0
IPV Dose	44	TB Testing	451*
MMR	66	MMRV	0
TOTAL		1409	

Laboratory Services

Number of Clients		Number of Tests	
July	499	July	745
August	467	August	872
September	520	September	698

Lead Program

Funding for this program is provided through the Bay City Public Schools PIE Grant

Number of home visits:	0	Lead cases now below 10 ug/dL :	12
Number of visits canceled:	4	Lead cases closed:	1
Mailings sent:	43	Phone calls to families:	130
Lead screening tests performed:	90	Phone calls to Physicians	16
Lead cases above 10 ug/dL:	10		

Education provided to parents /guardians of children with lead levels 5-9 ug/dL :	33	Office appointments for education for parents/guardians regarding lead:	8
		Lead & Hgb results faxed to Dr:	94

Trainings Attended by Lead Program Nurse:

- Attended Foodborne Illness Response Strategy (F.I.R.St) Training
- Attended TB Training

Additional Activities Performed by Lead Program Nurse:

- Assisted with TB Screening Clinic provided to the Bay Arenac Intermediate School District staff/students
- Assisted with Health Round-up Clinic provided to the Bay Arenac Intermediate School District staff/students
- Assisted with Safety Day Health Fair in Pinconning
- Follow lead cases & document in Stellar Program
- Consult with Environmental Health staff regarding lead results
- Follow up with high capillary leads for venous results
- Lead & Hgb Reports provided to Head Start Program
- Reports to physicians
- Record Lead & Hgb results
- Stellar Batch Reports
- Update Lead & Product Recall Books in waiting room
- Order educational information & supplies for Mobile Lead Clinic
- Track children in need of lead testing or that have had lead test and are behind on Immunizations through Stellar/MCIR for Mobile Lead Clinic
- Collaborate with WIC & Immunization Programs for no opportunity missed (437 children tracked)

Maternal Infant Health Program (MIHP)

- In July, all three disciplines attended a conference at Saginaw Valley State University, entitled "Building Cultural Competence". In addition, the Registered Nurse attended a Foodborne Illness Response Strategy (F.I.R.St) Training, the Registered Dietician attended the local Breastfeeding Coalition Walk, and the Licensed Social Worker attended a seminar entitled: "Social Work Ethics: Boundary Management for Clinical Practice".

Number of referrals received:	124
Number of maternal clients enrolled:	41
Number of infant clients enrolled:	24

Total current enrollment in MIHP:	256
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Number of Maternal Screens completed:	72
Total visits in July:	230
Total visits in August:	190
Total visits in September (to date):	192

Women's Infants and Children's (WIC) Program

- In August, WIC welcomed one new permanent staff clerk and a temporary staff clerk.
- The WIC clinic has officially made the switch from distributing coupons to Electronic Benefits Transfer (EBT) cards effective September 25, 2008.

	New		Reinstate		High Risk				Total		Lead Eligible		
		Re-certification		Infant Evaluation		Nutrition Education	Bulletin Board	Internet Education			Lead Check Done	Lead Check	Lead Check Done a
July	93	277	39	48	25	45	79	105	716	46	20	19	7
August	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
September	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
TOTAL	93	277	39	48	25	45	79	105	716	46	20	19	7

*****August and September stats incomplete***

HOUSING

- The summer has been busy around Center Ridge Arms. With the extension of the sidewalk we are now in the process of landscaping the area. Several residents have utilized the new pathway and are getting out on a daily basis. We measured the sidewalk and marked out the quarter mile which gives them an idea of distance covered in their daily walks.
- With the conversion to the Munis software, the director had several meetings with finance to re-structure budget numbers to coincide with HUD budget numbers. More tweaking will be inevitable once the software is activated.
- The director also attended meetings of the Senior Task Force and the Communities for a Lifetime subcommittee. Communities for a Lifetime is a locally directed assessment of community assets and services that support the needs of seniors, those with disabilities, and those with special needs that is certified by the Michigan Commission on Services to the Aging. The application was sent to the Office of Services to the Aging in September.
- The Visiting Nurse Services of Michigan will once again be conducting a flu and pneumonia shot clinic here at Center Ridge Arms on October 8th.

JUVENILE HOME

Juvenile Detention Facility –Admissions

Quarter	Males	Females	Total	Bay County	% Bay County
1st	71	35	106	83	78%
2nd	66	34	100	67	67%
3rd	59	19	78	49	62%

Bay County Juvenile Detention Facility – Bed Utilization

1st Quarter	Total Bed Days	Average Daily Population	Percentage of use*
Bay County	736	8.17	48%
Out of County	199	2.21	13%
Total Population	935	10.38	61%

2nd Quarter	Total Bed Days	Average Daily Population	Percentage of use*
Bay County	757	8.22	48%
Out of County	437	4.75	28%
Total Population	1194	12.99	76%

3rd Quarter	Total Bed Days	Average Daily Population	Percentage of use*
Bay County	581	6.32	37%
Out of County	509	5.53	33%
Total Population	1090	11.84	71%

****Based on capacity of 17 for total population.***

The reduction in cost for out of county per diem has appeared to work well in increasing this population. With the increase in out of county residents there has been an increase in revenue. However, there has been a decrease in the use of the facility by Bay County.

- The Director and Personnel Department worked with the Part-Time USWA and have come to an understanding in regards to scheduling practices.
- The Director worked with Buildings and Grounds Department on securing funds from a grant through MMRMA. These grant funds help purchase a new key card system for the court facility.
- The Director attended the Tri-CAP meetings in July and September, Michigan Juvenile Detention Association Meeting in July and retreat in August, CCAB meetings in July and September, the Suicide Prevention Coalition in , the Human Services Collaborative Counsel in July and September, and the Teen Drop Out Summit in September
- Met with Community Corrections Coordinator and DOT Caring Centers to review

and update services to adult offenders.

- Met with local substance abuse treatment agencies to discuss possible programming in North Pod.

Community Corrections

- Sheriff's Office drug testing program has doubled its number of testers from the last quarter. There are over 50 individuals testing at the Sheriff's Office, either on the Zero Tolerance Program or as a condition of bond (Pre-Trial Services). Pre-Trial Services nets at least \$600 per month. By having Zero Tolerance participants test at the Sheriff's Office we are saving thousands of grant dollars assisting in utilization of this program year round. In past years funds would run out at least two months before the grant period ended. This would cause offenders return to jail, because of their inability to pay for their testing.
- As stated in the last quarterly report; the CC Coordinator worked with the Pre-Trial person to increase his caseload. At this time he is currently supervising 29 individuals, at the time of the last report he was supervising 19 offenders. There are five individuals supervised on electronic monitoring. This caused a request for a budget adjustment to be made in the amount of \$1000.00 to cover the cost of increased monitoring. The request was approved.
- The CC Coordinator completed the FY 2009 grant application. At this time the CC Coordinator is working closely with the Residential Treatment Centers to ensure offenders are receiving the proper services. The Coordinator is also researching other Treatment Centers to make sure offenders are getting the best in Cognitive Change or Thinking Matters therapy. Such therapy has been proven to decrease recidivism.
- Jail overcrowding and jail utilization is always an ongoing issue. Since March the Jail Administrator has only declared a State of Overcrowding twice. Last year he did so an average of 1.5 times every two months. It appears the increase of offenders being supervised on bond and the Zero Tolerance program and the amount of inmates on the Sheriff Work program are reducing the length of days in jail.
- Currently, the Community Corrections Coordinator is working on the next year's budget. Next month she will attend MPRI meetings to increase services to returning probationers or parolees to our county in hopes of decreasing recidivism, and saving jail bed space.

MSU EXTENSION

Agriculture and Natural Resources

- In August Brian E. Daley filled the vacant Agriculture and Natural Resources (ANR) Extension Educator position. Brian is completing work on his master degree from Michigan State University in soil sciences, and is expected to start in a full-time capacity in October. He will cover both Bay and Arenac County's agriculture communities.
- On September 4, 2008, MSU Extension hosted a Dry Bean Variety Plot Tour and Update meeting with the Michigan Bean Commission, ADM, Linwood CPS, Freeland Bean and Grain, and Mike Sahr Insurance. The private companies sponsored the meeting. One hundred dry bean growers from Bay, Arenac, Midland, and Gladwin counties were invited to attend the evening meeting. Over forty growers attended, which featured updates from the Michigan Bean Commission, a dry bean market update, a variety plot tour, and general discussion about the dry bean industry and its future in the current turbulent agricultural market place.
- Production costs for all crop inputs have doubled or tripled in price over the last 24 months. For example, potash prices have risen from \$300 a ton to over \$1,200 a ton. Other similar increases have taken place in seed, fertilizer, and chemical pricing. Roundup herbicide, which is now used on corn, soybeans, and sugar beet acreage, has also tripled in price with more increases expected by spring planting.
- There is little left of last year's crop, which means that prices should be good throughout next year. Growers and buyers indicated that next year's pricing will have to reach \$40 to \$60 a hundred weight to entice growers to plant dry beans instead of less risky crops like soybeans and corn. Discussion at the meeting lasted past 10:00 p.m. Attendees were well pleased with the educational information that was shared, the general discussion that followed, and the meal.
- The Master Gardener Volunteer Program at the state level went through an administrative restructuring in the third quarter. No immediate impact to Master Gardener volunteers in Bay County was experienced. During the project/growing season, 85-percent of the Master Gardener trainees from the 2008 winter class worked toward certification. The Bay Area Master Gardener Association beautifully completed the project on the Vietnam Memorial in Bay City's Vets Park. This was Phase II of a two-year long project in cooperation with area veterans groups, City of Bay City, and the Bay City Garden Club.

Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative

- A total of 68 home visits delivered parenting education to families in Bay County

in the third quarter, most of those families participate in the Healthy Toddler research program. In cooperation with the YWCA, five participants successfully completed the Family Enrichment program.

- Eighty-eight participants - adults, seniors, and children - completed the nutrition education series under the FNP (Family Nutrition Program) in the third quarter. The nutrition lessons are held at a variety of venues: in the participant's home, Work First, at the Bay County Juvenile Home, the Bay County Health Department, the YWCA, and Salvation Army.
- MSU Extension and Bay County WIC offered the Project FRESH coupon program to qualifying area families. This year Senior Project FRESH was offered on a limited, pilot-program to qualifying residents of area senior high-rise complexes in cooperation and support of the Bay City Housing Commission, the Bay County Housing Commission, and the United Way. Over 500 participants in both programs received \$20 each in coupons to purchase Michigan-grown fresh fruits and vegetables at designated farm markets in the 2008 growing season. That represents over \$10,000 for WIC families and senior residents to spend on locally grown fresh fruits and vegetables, and potentially \$10,000 worth of business for local farmers.
- Under FNP, the breast-feeding peer counselors made 346 direct contacts through home visits, phone calls, and WIC client visits. Working with the Breast Feeding Coalition, MSU Extension staff offered Rock 'n Rest tent areas at several festivals over the summer season, like the 4th of July Fireworks Festival and the Bay County Fair and Youth Exposition. Rock 'n Rest tents provide a baby feeding and changing space for moms and dads free of charge.
- Better Kid Care programming was delivered to 91 daycare providers, daycare center staff, and preschool teachers in the second quarter, for a total of 182 unit hours of continuing education received. Also, nine participants completed the 36-hour Better Kid Care child care training in the third quarter.

Children, Youth, and Family Programs: 4-H Youth Programs

- As the Bay County 4-H Program entered fair season, we focused on safety. 4-H superintendents and 4-H Advisory Council members were invited to attend and receive certification in CPR. In July nine leaders were certified. This type of training is extremely important to our 4-H program because it ensures that leaders and parents will know what to do should an emergency situation occur. Overall, we strive to insure that our youth, spectators, families, and the public will be as safe as possible when at a 4-H event or activity.
- The Bay County Fair took place August 5-9, 2008. It was a huge success with an increase in the number of youth participants from 2007. Bay County 4-H and the Bay County Fair Board continued their collaborative efforts to present new events and activities for the Bay area community to enjoy. Through fund-raising

and community service efforts, Bay County 4-H youth continue to make improvements to the Bay County Fairgrounds. Those improvements can be seen throughout the grounds, but especially in the barns.

- At the Bay County Fair, the highest award youth can be presented with is the Kiwanis Award. This award is sponsored by the Bay County Kiwanis Club and only 15 youth are honored throughout all 4-H project areas. They include: 1 in the horse area, 3 in the livestock area, 1 leadership award, and 10 in the still-project (craft) area. As a result of youth receiving this award, they are invited to a luncheon to tell the Kiwanis Club members about their accomplishments. One-by-one, youth stand and speak into a microphone to tell about themselves and the project area in which they received their award. The luncheon is wonderful for the youth to showcase their accomplishments. Thank you to the Bay County Kiwanis Club for sponsoring these awards and giving our 4-H youth the opportunity to share their knowledge.
- Two Bay County 4-H families were invited to the Bay County Farm Bureau annual meeting. There they had the opportunity to give a PowerPoint presentation about the collaborative "Harvest for All" project. The community-service based project allowed 4-H clubs to raise chickens that would eventually go to the Good Samaritan Rescue Mission. Bay County Farm Bureau's annual meeting was a great experience for our 4-H youth to talk about the project, from a youth perspective, and thank Bay County Farm Bureau for the opportunity to take part in this project.
- There is a lot of work to do, as the Bay County 4-H program heads into fall and winter.
- The 4-H Advisory Council, Livestock Association, and Horse Council are each revising their bylaws for the year. The revisions give guidelines for the annual operation of each perspective group. Youth, parents, and leaders work cooperatively in an effort to make the Bay County 4-H program run smoothly.
- 4-H staff also meet with 4-H leaders annually in the fall for mandatory leader training. The training will take place November 3 and November 5, 2008. Annual leader training gives 4-H staff an opportunity to inform leaders of changes that will be occurring in the program for the year. The focus this year is "teamwork." Our 4-H paperwork procedures has undergone several changes. These changes will put less of a burden on organizational leaders and spread the work to all 4-H leaders and parents in the club. Paperwork is no longer one person's responsibility, but it will rather take a "team" to have a club run efficiently.

There were also several upcoming events that 4-H staff focused on and planned in the third quarter. They include:

- Small Animal Swap to be held October 11, 2008, from 8 a.m. to 1 p.m at Auburn Park
- Annual Soup Supper 4-H fund-raiser to be held November 8, 2008, from 4-8 p.m. at the Bay County Fairgrounds Canteen Building.
- Annual 4-H Leader Training to be held November 3 and 5, 2008, at the MSU Extension - Bay County office.
- Annual 4-H Holiday Wreath Sale fund-raiser planned in December 2008

Economic and Community Development

- The Bay County Community for a Lifetime (C4aL) designation application has been sent to the Michigan Department of Community Health. The Michigan Office of Services to the Aging (OSA), in conjunction with the Michigan Commission on Services to the Aging will review the application and with their approval will designate Bay County in its entirety as a Community for a Lifetime community. A community that receiver a Community for a Lifetime designation provides recognition for communities and local government entities that have accomplished a community assessment for livability and/or implemented improvements recommended by a livable community assessment.
- At the core of this program is the determination of how easy it is for seniors to get to services provided throughout the community. Regardless of age, the ability to conduct daily business and participate in the social life of the community is often determined by the community design and assets that allow residents to access shops, banks, health care, restaurants, and entertainment.
- The Community Senior Task Force has been working for over a year to gather the information and statistics necessary to submit this application to the state. What we found was that Bay City and Bay County have over many years made significant investments in the infrastructure, housing, programs, and services that make a great and easily accessible community for seniors and anyone with limited capacity.
- The community assessment was used to identify gaps in services and needs that still exist in our community. The task force also established priorities to be addressed in six months, two years, and beyond that time and action plans to implement those needed changes. The Communities for a Lifetime process will bring a focus to senior needs and help us both keep our seniors and attract new seniors to our community.

PERSONNEL & EMPLOYEE RELATIONS

- Employee Training
New Employee Orientation: Oriented new employees in August and set dates through June of 2009.

- **Tutorials**
Updated the following: Hazard Communication, HIPAA, Social Security and Blood Borne Pathogens. These will be located on the intranet for employees to review and submit notice when completed. Hazard Communication and HIPAA are required for all employees. The others may be required by supervisors based on need.
- **Sprain/Strain development**
Drafted a tutorial on our leading workplace injury sprains and strains. To be reviewed and placed on intranet.
- **Injury Reduction Planning**
CMI Worksite Awareness Plan: Met with representative of our risk management company to determine how to reduce injury. Plan calls for worksite briefings on sprain and strain injuries and ergonomics.
- **Wellness**
Request Administrative Presentation: The Employee Health Steering Team would like to present their recommendations for improving employee health to administration. They reviewed and approved a final presentation in July and agreed that the program for improving employee health is ready for implementation.

Introductory teaching materials and handouts are in preparation stages. These include information on the timing for various screenings and check ups and the insurance coverage provided.

- **Philanthropy**
Drive to assist food pantries: Assisted Martha Mettee, a retiree from the Prosecutors Office in promoting food collection. A truck full of packaged food was delivered to pantries in Bay County.
- **United Way**
Results of United Way campaign: Over \$20,000 as of September 30, from 142 employees which represents 26 percent of employee population. More pledge cards expected to be turned in.

This result can be credited to planning team members including Kim Mead, Courts, Liz Roszatycki, Friend of the Court, Chris Izvorski, Health, Brandon Short, ISD, Leonard Norman, Central Dispatch, Becky Reimann, Division on Aging, Matt Burley, Building and Grounds. The planning team decided to develop an informational campaign with a goal of increasing participation.

Presentations were made in most work areas by United Way volunteers and staff. A lunch was provided to create awareness, collect pledges and provide a thank you to donors. The lunch was provided by: USW donations, Pat and

Vickey Beson's Supermarket and Gordon's Food Service. An ipod shuffle was donated as a prize along with a lunch with Senator Barcia. Approximately 80 people attended. Many employees helped to make this a success.

- Employee Communication
Supplied information under News for Employee Intranet Also, prepared County Lines Newsletter for employees who do not use a computer. The purpose of this is to connect employees to the larger county organization as was identified in a long range planning session.

PUBLIC DEFENDER

No Report Submitted.

9-1-1

- Bay County Central Dispatch has a new dispatcher. Deniege Barcia just began her training program. Deniege will be assigned on different work teams with different trainers. The trainers monitor call taking and dispatching. Some other training issues include county geography, the Law Enforcement Information System, radio procedures and operating procedures for not only Bay County Central Dispatch but also the responding agencies we work with on a daily basis. Deniege comes to us from Mobile Medical Response where she worked as an emergency medical technician. She also has a degree in fire science and is firefighter 1 and firefighter 2 certified. With all of that, Deniege brings experience from the 'other' side of the radio.
- Our radio upgrade will take place once the Backup Dispatch Center in Bangor Township is renovated. That renovation has already been approved and when it is completed the new dispatch radios and other 9-1-1 equipment will be installed. The current location is not large enough to serve our needs, in the event we have to operate out of the Backup Center for any length of time. Our dispatchers will be able to train on the new equipment at the Backup Dispatch Center before the new dispatch radios are installed at Central Dispatch. This new equipment will replace current radios at Central Dispatch that are very close to completing one decade of continuous use, 24 hours a day every day. The newer radios will have far better interoperability features. There will be six new dispatch console positions at Main Dispatch and three stand alone dispatch console positions at Backup Dispatch. Hopefully, the project can begin this year.
- Our request for an upgrade to our voice logging system was also approved and will soon be installed. The new upgrade provides us with state of the art recording of our 9-1-1 lines, administration lines and radio channels, including the 800 MHZ channel. The DSS Equature E-911 Multi-Channel Digital Recorder

was specifically designed as a unified communications solution for public safety. We now provide the recordings in CD-R format after years of using cassette tapes.

- We are very pleased to report the staff at Bay County Central Dispatch is well over 80% participation in the 2008 United Way campaign. At least one dispatcher has also agreed to take part in a day of caring by helping others through the Bay County Volunteer Resource Center. The rewards for this type of participation really are tremendous.